



TECHNOLOGY SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TECHNOLOGY SERVICES, DEPARTMENT OF	RELEASE DATE:	Thursday, June 21, 2007
POSITION TITLE:	Advisor to the Director, Service Governance CEA 1	FINAL FILING DATE:	Monday, July 9, 2007 <i>or until filled</i>
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$ 7,580.00 / Month	BULLETIN ID:	06202007_4

POSITION DESCRIPTION (PENDING DPA AND SPB APPROVAL)

Under the administrative direction of the Director of the Department of Technology Services (DTS) and the Technology Services Board (TSB), the "Advisor to the Director, Service Governance" (Advisor) develops Statewide IT governance policies, and advises on complex financial and operational issues for potential new technologies/future services offerings, and potential consolidation of existing distributed IT solutions into centralized shared services that affect the DTS and customer departments. The CEA will serve as a high-level staff specialist on critical business and governance issues that have implications Statewide, impacting major information technology service planning. The Advisor will conduct extensive analysis and collaborate with customers and TSB Subcommittees and IT Council Subcommittees to determine the feasibility of establishing a new service or consolidating the wide distribution of an existing service to ensure that there will be sufficient customer adoption to create the economies of scale necessary to provide the expected value and efficiencies of centralized services. The Advisor has direct input on a wide range of complex financial and operational issues affecting the DTS and customer departments.

The Advisor is responsible for making recommendations to the Director regarding new service offerings, rates for those new services, and any necessary budget negotiations to fund new service development. The duties of the Advisor to the Director, Service Governance (Advisor) are highly sensitive and demand the appropriate level of expertise to ensure that State resources and the assets of DTS customers and staff are protected. The DTS is challenged with new opportunities for growth (enterprise services), consolidation of services (redirecting information technology workload currently in departments) and economies of scale (ability to reduce costs by spreading IT costs across the State). The advisor is responsible for ensuring these challenges are met. The Advisor will have regular contacts with the following:

- High-level executive staff in the Governor's Office • Agency executive staff • The State Chief

Information Officer • DTS executive and management staff • DTS TSB members (comprised of Cabinet members) • TSB Services Committee (comprised of Agency Secretaries) • Agency Information Officers • Legislative liaisons • DTS stakeholders

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to the Knowledge and Abilities, the following experience factors will be considered in competitively evaluating each candidate: Experience analyzing, evaluating and performing fiscal and risk analyses on complex project management practices. Experience in the formulation and implementation of performance metrics for an organization.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

The applications and Statement of Qualifications will be reviewed by a rating panel. The DTS will establish job-related evaluation criteria and will review applications and “Statement of Qualifications” after the final filing date. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews will be conducted with the most qualified applicants. All applicants receiving an interview will be notified of their score. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

FILING INSTRUCTIONS A Standard original State application (Form 678) A “Statement of Qualifications” not to exceed one page. This “Statement of Qualifications” is a narrative discussion of the candidate’s education and experience that would qualify them for this position with an emphasis on the Knowledge, Abilities and Desirable Qualifications needed for this position. The “Statement of Qualifications” must include a brief description of one or two key accomplishments in the past 36 months.

The application and “Statement of Qualifications” are to be submitted to:

Department of Technology Services P.O. Box 1810 Rancho Cordova, CA 95741-1810 Attn: Tammy Ervin

Questions regarding this examination should be directed to: Tammy Ervin at (916) 464-0315 or e-mail Tammy.Ervin@dts.ca.gov

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TECHNOLOGY SERVICES, DEPARTMENT OF, HUMAN RESOURCES BRANCH
PO BOX 1810, RANCHO CORDOVA, CA 95741
TAMMY ERVIN | (916) 464-0315 | Tammy.Ervin@dts.ca.gov

ADDITIONAL INFORMATION

PLEASE VIEW THE OFFICIAL DTS CEA EXAM BULLETIN AT:
<http://www.dts.ca.gov/about/jobs/Jobs.asp?key=13>

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The TECHNOLOGY SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>